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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Security

DATE: 1 October 1954

FROM : Chief, Inspection Staff

SUBJECT: Inspection Staff Monthly Report - September 1954

A. PERSONNEL:

1. The following personnel were on duty with this Staff for the number of work days shown during September 1954:

25X1A9A

Investigator	20
Stenographer	17 (3 days AL)
Investigator	20
Admin. Asst.	19 (1 day SL)
Investigator	18½ (1½ days SL)
Chief, IS	14 (3 days AL 3 days SL)

B. INSPECTIONS AND SURVEYS:

1. Report submitted to Inspector General of survey made of security practices and procedures of the U. S. Treasury's method of processing of Agency accounts. Continuing.

25X1A6B

3. The inspection survey to verify the justification for unlisted telephones and to determine if secure procedures are utilized is continuing.

4. Survey continuing on CIA TS Control Procedures. It appears that the first phase will be completed the first week in October.

C. SECURITY OFFICER BRIEFING AND COORDINATION:

1. The following Security Officers were briefed re operations and responsibilities:

25X1A9A

a. [ ] FE Assignment.  
b. - FE  
c. Station [ ]

25X1

2. Mr. [ ] Deputy DD/A, was briefed concerning IS functions.

D. CONTINUING PROGRAMS:

1. CIA classified contracts program  
2. Foreign Visitors Control

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- 25X1
3. Board of Review Meetings
  4. CIA Shipment [REDACTED]
  5. Security Problems Incident to OTR External Training Program.

E. MISCELLANEOUS ACTIVITIES:

1. Lecture was given to Class in Building 13 on IS functions.
2. Security guidance was given to the Audit Office in connection with a forthcoming annual audit of the CIA Credit Union by the Bureau of Federal Credit Unions, Department of Health, Education and Welfare.
3. All training applications submitted to SCS reviewed by IS before forwarding to Cover Branch.
4. Directory of current Area Security Officers brought up to date and distributed to Chiefs of Staffs and Divisions of SO.
5. Inquiries made concerning security breach wherein briefcase left in unidentified taxi in [REDACTED] No true names compromised by contents. Pseudonyms and cryptonyms in brief case have since been changed. 25X1A6A
6. Inquiry made re transmittal of material classified "Secret" under Top Secret cover envelope and case closed.
7. Inquiry into an operational security breach [REDACTED] involving film left in camera subjected to compromise. Responsibility accepted by individual and report forwarded to his security file. 25X1A6A
8. Supplemental reports made to D/S, DD/S and WH re report of sensitive documents [REDACTED] 25X1A6A

F. PROGRAM FOR NEXT MONTH: (October )

1. In addition to continuing programs and normal work load, the following inspections and surveys have been tentatively scheduled:
    - a. Unlisted telephone survey. Continuing.
    - b. Survey of U. S. Treasury processing of CIA accounts. Continuing.
    - c. Survey of Air Pouch procedures. Continuing.
    - d. [REDACTED]
- 25X1A6A

[REDACTED] 25X1A9A

IS/SO/DBW:ds (1 October 1954)